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ADMINISTRATIVE

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MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Management and Services
Deputy Director for Operations
Deputy Director for Science and Technology
 Deputy to the Director for the Intelligence
Community
Director of National Estimates
General Counsel
Inspector General
Legislative Counsel

SUBJECT : Proposed Method for Handling the T/O
Assignment and Pay for Employees on
Extended Sick Leave Pending Disability
Retirement

1. The 30 June exodus of employees has again disclosed a situation which from time to time has caused confusion among and between components. When an employee enters into extended sick leave status pending disability retirement, it may be for as long as a year or more. His salary continues during the entire period. In most instances, the employee is already charged against the T/O of his parent Career Service. However, a problem arises when an employee is assigned outside his parent Career Service and enters extended sick leave status. The component to which the employee is assigned is often reluctant to continue to carry the employee on its rolls and pay his salary. Since such employees are neither charged against Agency ceiling nor against Career Service Grade Authorization (promotion headroom), the only factor of concern is salary.

2. We find that of the 64 staff employees now on extended sick leave pending disability retirement only four are slotted outside their parent Career Services. Having examined the equities of this situation, it seems to me that the Agency practice should be that employees in

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this status will be carried on the T/O's of their parent Career Services. I would appreciate your review and consideration of this matter and receipt of your views by 12 October.

/s/ John F. Blake

John F. Blake
Director of Personnel

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